

**VIRGINIA BOARD OF FUNERAL DIRECTORS AND EMBALMERS
INSPECTION GUIDANCE DOCUMENT
GENERAL REGULATIONS**

18 VAC 65-20-50(B)- Posting of license. The establishment license shall be posted in a place conspicuous to the public, such as the arrangement room.

Guidance: A private business office shall not be acceptable as a place conspicuous to the general public. A public lounge is acceptable.

18 VAC 65-20-540(A)-Preparation room requirements. Every funeral service establishment at which embalming of dead human bodies is performed shall have at least one room used exclusively for embalming or preparation of the body.

Guidance: If licensed as a main funeral service establishment, the preparation room, even if not used, shall be inspected and contain requirements and must be operable.

18 VAC 65-20-540(B)(2)-Preparation room requirements. The floor and wall surfaces shall be of a material or covered by a material impervious to water; and

Guidance: Enamel based paint is considered impervious to water and is an acceptable material for the floor and wall surfaces.

18 VAC 65-20-570(A)- Condition of preparation room. The preparation room or rooms shall be kept in a clean and sanitary condition at all times subject to inspection.

Guidance: Normal permanent or irreversible stains due to embalming procedures are acceptable and shall not be cited as a deficiency.

18 VAC 65-20-570(B)- Condition of preparation room. Inventories of embalming and preparation materials shall not be stored on the floor in the preparation room.

Guidance: Inventories may be stored in the embalming room in or on a container, which is impervious to water and contamination.

18 VAC 65-20-570(C)- Condition of preparation room. Any items or supplies not directly used in an embalming procedure shall not be stored in the preparation room.

Guidance: Telephones, telephone books and radios are acceptable. Any items or supplies necessary in the preparation of a body or related to an embalming procedure is acceptable.

18 VAC 65-20-580(A)(1)- Preparation room equipment. A ventilation system which operates and is appropriate to the size and function of the room;

Guidance: The preparation room must have a ventilation system, which operates and is appropriate to size and function of the room, and takes the air from the inside to the outside of the room.

18 VAC 65-20-580(A)(2)-Preparation room equipment. Running hot and cold water;

Guidance: Hot and cold water shall be running during the inspection.

18 VAC 65-20-580(A)(3)- Preparation room equipment. Flush or slop sink connected with public sewer or with septic tank where no public sewer is available;

Guidance: A drainage tube may be connected to the embalming table and run straight into the sewer.

18 VAC 65-20-580(A)(4)- Preparation room equipment. Metal or porcelain morgue table;

Guidance: Fiberglass table is acceptable.

18 VAC 65-20-580(A)(8)- Preparation room equipment. Disinfectants and antiseptic solutions;

Guidance: Disinfectants and antiseptic solutions may be contained in other properly labeled containers.

18 VAC 65-20-580(A)(11)- Preparation room equipment. A hydroaspirator or hydroaspirators equipped with a vacuum breaker;

Guidance: An electric aspirator shall be acceptable and a back flow instrument shall be necessary if a hydrospirator is installed.

18 VAC 65-20-580(A)(12)- Preparation room equipment. An eye wash station; and

Guidance: The eye wash station is required in the preparation room and must be accessible.

18 VAC 65-20-580(A)(13)- Preparation room equipment. A standard first aid kit which is immediately accessible outside the door to the preparation room.

Guidance: The standard first aid kit shall not be inside the preparation room, but shall be outside the preparation room door.

18 VAC 65-20-590- Disposal of waste materials. Disposal of all waste materials shall be in conformity with local, state, and federal law to avoid contagion and the possible spread of disease.

Guidance: The funeral service establishment shall provide evidence of contractual agreement with or services provided by a licensed medical waste disposal provider.

18 VAC 65-20-700(1)- Retention of documents. Price lists shall be retained for one year after the date on which they are no longer effective;

Guidance: All funeral service establishments shall maintain a General Price List and Itemized Statement.

18 VAC 65-20-700(2)- Retention of documents. Itemized statements shall be retained for one year from the date on which the arrangements were made;

Guidance: All funeral service establishments shall maintain a General Price List and Itemized Statement.

18 VAC 65-20-700(3)- Retention of documents. Embalming reports shall be retained for one year after the date of embalming;

Guidance: Refer to 18 VAC 65-20-700(4).

18 VAC 65-20-700(4)- Retention of documents. Documents shall be maintained on the premises of the funeral establishment and made available for inspection; and

Guidance: The main funeral service establishment may maintain all records, including those for branch establishments with the exception of embalming reports, which must be maintained at the site of embalming.

APPENDIX I. – General Price List

IV. Embalming

Guidance: If there is only one charge for embalming, the facility will not be cited for a deficiency. If there is the same charge for both normal remains and autopsy remains, it is only necessary to list the charge once.

VI. Immediate Burial

Guidance: The price range shall contain the highest price casket on the casket price list.

VII Direct Cremation

Guidance: An alternative container or highest price casket that's acceptable for cremation.

XII Funeral Merchandise

Guidance: The casket and outer burial container price range shall match the Casket and Outer Burial Price Lists. The price does not include tax on the merchandise.

APPENDIX II. - Outer Burial Container Price List

Guidance: The required disclosure shall be required on the Outer Burial List and on the General Price List. (According to FTC, if the required disclosure is on the Outer Burial Container Price List, then it is not necessary to have it on the General Price List). Although FTC does not require the manufacturers' names on the price lists, the Board does require this as means to identify the caskets and outer burial containers.

APPENDIX IV. – Embalming Report:

Guidance:

- 1. The Embalming Record form shall contain the receiving funeral director signature space. If the signature notice is not on the form, the establishment shall not be cited for a deficiency.*
- 2. The embalming record form shall contain N/A, strike through or other indication in any Roman Numeral section, which does not apply for the embalming.*
- 3. If the embalming occurs within another state, the embalming record is not required to be maintained by the receiving Virginia funeral service establishment.*
- 4. The embalming record form shall be maintained at the funeral service establishment where the embalming occurs.*
- 5. The funeral service establishment name, address and telephone number shall be listed on the Embalming Record.*

PRENEED REGULATIONS

18 VAC 65-30-70(A)- Record Reporting. A contract provider shall keep a chronological listing of all preneed contracts.

*Guidance: The list may have a blanket statement indicating whether 10% of the funds are retained and if funeral merchandise is stored on the premises. The preneed chronological list must be separate from the insurance company's list and contain the required information stipulated in the Board's Preneed Regulation, **18 VAC 65-30-70**.*

18 VAC 65-30-80- Content and format.

Guidance: The preneed contract shall contain all required information as stipulated in the Board's preneed regulations, including the contract number